



**United States Embassy Freetown.
Southridge, Hill Station**

July 16, 2020

**HR-HEALTH INSURANCE SERVICES
SOLICITATION NO. 19SL2020R0002**

The American Embassy Freetown, Sierra Leone hereby provide the following solicitation Notice in respect of the issuance of a Request for Proposal (RFP) for: **HR-Health Insurance Service.**

Classification Code:

Q201-Medical General Health Care

NAICS CODE:

524114: Direct Health and Medical Insurance Carriers

CONTRACTING OFFICE ADDRESS:

U.S. Embassy Freetown
Southridge, Hill Station
Freetown, Sierra Leone

CLOSING RESPONSE DATE:

All Interested vendors/quoters shall submit their proposal not later than August 27, 2020
@ 16:00pm local time.

PRIMARY POINT OF CONTACT:

Martha J. Berry
Contracting Officer
Phone: +23299105500
Email: FreetownGSOprocurement@state.gov

PLACE OF PERFORMANCE:

The Contractor shall carry out health insurance Services to the United Sates Embassy Freetown, Sierra Leone.

DESCRIPTION:

The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2005-85.

The purpose of this Indefinite Delivery/Indefinite Quantity Requirements contract with firm fixed price premiums type contract is to obtain health insurance Services for the United States Embassy Freetown, Sierra Leone.

The requirement is for the provision of medical insurance services to the locally hired employees of the US Mission Sierra Leone. The estimated number of employees is approximately 240 with approximately 474 eligible dependents. Please note these are only estimated quantities. The anticipated performance is for a base period of one year and four one-year periods at the option of the Government. All responsible sources may submit an offer, which will be considered.

Should you need a full copy of the solicitation package please go to <https://beta.sam.gov/>

The contractor shall furnish all managerial, administrative, and direct labor personnel that are necessary to accomplish the work in this contract.

Responsible Offerors must be registered in SAM (<http://www.sams.gov>). SAM registration must be completed to receive a contract award. Offerors must respond to all criteria requested. The solicitation package is only available in English language.

The Offeror shall include Defense Base Act (DBA) insurance premium costs covering employees. The offeror may obtain DBA insurance directly from any Department of Labor approved providers at the DOL website at <http://www.dol.gov/owcp/dlhwc/lscarrier.htm>

Solicitation and award will be subject to the laws and regulations of the United States of America. This requirement is being competed utilizing full and open competition procedures

Questions related to this notice shall be submitted to the above e-mail address not later than August 5, 2020. at 16:00pm (local time). Questions received after that time shall not be answered.

Electronic Submission/Responses:

This solicitation allows for electronic or paper responses. Please submit your offer prior to the response date and time to the address mentioned above.